

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES OF THE FINANCE DEPARTMENT AT PT MUKRINDO BERKAH ADITAMA

During Professional Work activities at PT Mukrindo Berkah Aditama, the practice carries out a series of work related to finance. Starting from recording transactions to preparing financial statements for companies and tax consultants. Practitioners are given responsibility for the integrity and accuracy of financial information on companies as well as annual tax reports. Practice doing these activities using excel and zahir website. The practicum starts from, checking tax invoices and invoices and making recapitulations and cash books to be reported to the tax consultant. In addition, the practice also makes a recap of receivables and accounts payable as a requirement for annual tax reporting. All of these activities must be carried out carefully and always ensure that the financial statements made and submitted are accurate and complete so that there are no mistakes that can harm the company's finances.

Keywords: Recapitulation, Cash Book, Transaction Recording, Tax Report, Financial Statement, and Invoice Examination and Tax Invoice.